## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 6, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist; Ruth Otto, Director of Information Technology; Melanie Macdonald, Human Services Supervisor; Joyce Fiacco, Director of Land Resources and Parks; Russell Freber, Director of Physical Facilities; Janet Wimmer, Director of Human Services and Health.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Greshay to approve the minutes of the July 23, 2013 regular meeting of the Human Resources and Labor Negotiations Committee with the amendment that both Maly and Marsik were excused. Second by Frohling. Motion Carried. Marsik abstained.

Eske informed the Committee that a recommendation was received from Carlson Dettmann to place the Aging and Disability Resource Specialist II into grade 6 of the labor grade structure. She explained that at the time the JDQ was completed for levels I, II, and III no employee held the position of Aging and Disability Resource Specialist II and therefore it was inadvertently not listed in the structure. She explained that an employee has now met the progression requirement of level II and therefore the Committee needs to take action to officially place this position into the recommended labor grade 6.

Motion by Frohling to approve the recommendation. Second by Ballweg. Motion carried.

Rains explained to the Committee how progression requirements are met and the process by which an employee needs to submit proof that they have met the requirements to move to the next level. He explained that in the past there have been times when employees did not make a timely request and back pay was calculated and paid. He stated that he felt it was the employee's responsibility to submit the proof in a timely manner. Wimmer and Fiacco concurred. Rains stated that he would recommend making the effective date of the progression the date when it is submitted to the supervisor, which would alleviate the issue regarding back pay.

Motion by Marsik to approve the recommendation. Second by Frohling. Motion carried.

Zilliox informed the Committee of the future retirement of the Director of Environmental Services at Clearview. She stated that as a result there is a chance to review the positions and duties within that department at Clearview. She stated that Hooper has been working with Corporation Counsel to draft a resolution to eliminate one Assistant Director of Environmental Services position and create a Maintenance Lead Worker position. Ballweg asked if there had been any discussion about combining the Environmental Services Department at Clearview with the Physical Facilities Maintenance Department. Mielke explained that in his opinion it is bad timing to consolidate these two departments as the Physical Facilities Maintenance Department has just taken on the Henry Dodge Office Building. He stated he does not want to spread the Director of Physical Facilities too thin as there are a lot of regulatory requirements both at the Jail and Clearview and he did not want to see one or the other not get the immediate attention it needed. Freber addressed the Committee regarding a resolution he will be taking to the County Board at the August meeting to add one Maintenance Mechanic, one Custodian and eliminate one Maintenance I position and create one Maintenance II position. He stated that, in his opinion, he felt that now was the right time to consolidate the Environmental Services Department at Clearview with the Physical Facilities Maintenance Department and he felt that he and the combined staff could handle the needs of all buildings. A lengthy discussion followed. Mielke asked that he be given an opportunity to discuss this with both Hooper and Freber. He stated that once this has been discussed he would come back to this Committee with a recommendation. Mielke then asked the Committee to consider changing the regular meetings in September to the 10<sup>th</sup> and the 24<sup>th</sup> to allow the Maintenance issue to be worked out and to provide a better time-frame for the recommendations on health insurance rates. The consensus of the Committee was to change the regular meeting dates in September to the 10<sup>th</sup> at 10:00 a.m. and 25<sup>th</sup> at 4:00 p.m. Mielke stated he will plan on having a recommendation regarding the Maintenance Departments at the September 10<sup>th</sup> meeting.

Zilliox went on to explain that Hooper is working with Corporation Counsel to draft a resolution to go before the County Board in August to increase the part-time Accountant position to full-time and to add some additional duties to assist with admissions and serve as a back-up to the Director of Financial Services. Rains stated that a JDQ will need to be completed and will be sent to Carlson Dettmann to determine if the added duties would move the position into a different labor grade. Frohling stated that he feels this is a much needed change to this position.

Motion by Frohling to support a resolution to increase the part-time Accountant to full-time. Second by Ballweg. Motion carried.

Otto informed the Committee that since she has been Director of the Information Technology Department she has had the opportunity to look at the current staffing and duties for each position and has determined that a re-organization of some of the positions in the Department is needed to better serve the customers and County. She explained that she would be presenting a resolution to the County Board to eliminate one Technical Support Specialist position and create one Technical Services Lead position; eliminate two Network Technician positions; eliminate one part-time Systems Analyst position; create two Database Administrator positions; create one Network Administrator position; eliminate one IT Manager/Project Administrator position and create one IT Trainer/Social Media Coordinator position. The Committee questioned the need for an IT Trainer/Social Media Coordinator. Otto stated that in her opinion there would be

plenty of work for this position as the County is just starting to tap into social media. A lengthy discussion took place.

Motion by Marsik to support a resolution to the County Board. Second by Greshay.

Additional discussion took place regarding the need for the IT Trainer/Social Media Coordinator position. Maly suggested that Committee members talk to James Houchin, County Board Supervisor about managing social media as this is his line of work. Maly stated she felt this position was certainly needed. Maly called the question.

Motion carried. Ballweg abstained.

Rains presented a request to allow employees to donate sick time to a fellow employee who works in the Child Support Department. He stated she has a very serious health condition and it is unknown when she may return to work.

Motion by Ballweg to approve the request under the established guidelines and not establishing a practice or precedent. Second by Marsik. Motion carried.

The Committee reviewed the Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

- One (1) County Patrolman F.T., Highway Department
- One (1) Jail Supervisor F.T., Sheriff's Department Jail Division
- One (1) Traffic Patrol Officer F.T., Sheriff's Department Patrol Division

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: None. RE-HIRE: None. LIMITED TERM/SEASONAL: Erica B. Tisdale, Highway Seasonal, Highway Department AT \$10.53, Pay Grade MSC08, Step 01<sup>ST</sup>, effective 07-29-13. RECLASSIFICATION: None. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented. Discussion was held regarding a second 30 day extension for an employee of the Clerk of Courts.

Rains gave an update regarding the Performance Review Advisory Committee stating that the Committee has determined the Department Head and County-wide factors to be evaluated and that they are still discussing whether or not to include job/department specific factors. Rains indicated that the next meeting had to be postponed and he is planning to reschedule it for next week.

Committee Member Reports: None to report.

## **HR Director's Report**

a. Disciplinary Actions: Rains informed the Committee that an employee at Clearview was given the opportunity to resign after it was determined he set off a door alarm without following protocol.

Rains informed the Committee of a potential termination involving a Civil Service employee and that he is reviewing the Civil Service Ordinance in that regard.

b. Grievances and Arbitrations: Rains informed the Committee that a grievance will be heard at the next meeting regarding the payout of sick leave for an employee who was hired prior to 1977.

Rains informed the Committee that he is still waiting to hear from the Arbitrator for dates and times for the Sworn arbitration.

c. Worker's Compensation: Nothing to report.

## Future Agenda Items:

Discussion regarding health insurance employee premium share. Discussion regarding bidding process for health insurance.

## Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are August 20, 2013 and September 10, 2013 at 10:00 a.m. and September 25, 2013 at 4:00 p.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:55 a.m.

Richard Greshay, Secretary

Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.